

## **Human Resource Services (Third Party Contractor)**

### **Scope of Work**

#### Background:

The Official residence must have a household staff to perform household duties. Household employees are the personal employees of the Principal Representative in whose official residence they work, not the contractor. We need the services of a third-party contractor to outsource the recruitment and payroll actions for this staff.

#### NUMBER OF OFFICIAL RESIDENCE HOUSEHOLD STAFF

Ambassador	6 (full-time equivalent)
Deputy Chief of Mission	3 (full-time equivalent)

#### BASIC DUTIES

##### 1) Recruitment

Third party contractor is responsible for the recruitment of all household staff by assisting Principal Representatives with suitability and preselection of candidates. The final appointment is subject to selection from the Principal Representative and full medical and security clearances to be completed by the U.S. Embassy.

U.S Embassy will present in writing the requests for recruitment action to the Third-Party Contractor and will expect to receive candidates for evaluation within the next 10 business days. Principal Representative will be responsible for the interview and selection process as well as for the final contract signing.

##### 2) Payroll Services

Third party contractor will perform all activities related to payroll processing and other payroll-related functions in accordance with Local Labor Law and Social Security Law. Salary and benefits are to be determined by the Principal Representative. Third Party contractor might provide advice on market data to sustain a need to increase salaries after hiring.

## LIST OF OFFICIAL RESIDENCE HOUSEHOLD STAFF POSITIONS

(2) Two House Managers

(2) Two Chefs

(1) Second Cook

(1) Butler

(2) Day Maids

(1) Night Maid

(1) Laundress